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IDENTIFIERS	New York

ABSTRACT

This guide provides a handy reference to major sources of information dealing with career planning, educational opportunities, occupational supply and demand, job characteristics, and the job search. Prepared for the New York State Occupational Information Coordinating Committee, this directory contains, whenever possible, sources relating to New York rather than more generalized information. These 240 publications that are available to the public from federal and New York agencies, publishers, associations, and private organizations are described and listed in alphabetical order. Following the title of each item is the source or abbreviated identifier for a government source (a key is provided). Each item is also designated as being most useful to one or more of three segments of the career information audience: direct participants in the labor market (job or career seekers), labor market intermediaries (counselors, job placement personnel, teachers), or planners and administrators. A subject guide by topics precedes the list of publications and groups them into these eight areas: occupational demand, occupational supply, occupational characteristics, education and training, labor force demographics and economic trends, job search, career and vocational planning, and other information (special groups and miscellaneous). (YLB)

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Murray Dorkin
Director

NEW YORK STATE
OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE
Albert Ross
Executive Director

A GUIDE TO CAREER AND OCCUPATIONAL INFORMATION

BLMI REPORT
FY 1980 No. 27
January 1980

This report was prepared for the New York State Occupational Information Coordinating Committee (NY–SOICC) by Richard M. Roveland, under the direction of David J. Nyhan, SOICC Section – Bureau of Labor Market Information. The report was funded under Title IV of the Comprehensive Employment and Training Act.

Louis W. Schisa
Chief
Bureau of Labor Market Information

CE 024 687

INTRODUCTION

This publication provides a handy reference to sources relating directly or indirectly to career and occupational information. The Guide was prepared for the New York State Occupational Information Coordinating Committee (NY-SOICC) to assist recent graduates, job-seekers, educators, employment and training planners, guidance personnel and others concerned with career choices and planning. Whenever possible, sources relating to New York State were selected over more generalized information. An alphabetical list is given of the more important and accessible materials available to the public from Federal and New York agencies, publishers, associations and private organizations. Following the title of each item is a source designation. In some instances an abbreviated identifier appears; a key is provided on pages 71 and 72. Accompanying each item listed is a letter designation, A, B, or C which identifies a segment of the career information audience for whom a particular source would prove most useful. They are:

A. Direct participants in the labor market (job or career seekers)

B. Labor market intermediaries (counselors, job placement personnel, teachers)

C. Planners and administrators

INTRODUCTION (continued)

A Subject Guide by topic is provided for the reader's convenience and precedes the List of Publications. The List is not exhaustive since the body of information available on the subject of occupational information is very extensive. However, every effort was made to include the more prominent publications. Additional sources are indicated in many of the publications cited; others may be obtained by contacting the agencies, organizations or publishers listed. It is planned that future issues of the Guide be extended to include more sources of career information. Our readers are invited to suggest appropriate additions to the Guide or to correct any errors which may have been overlooked in the current listing, by writing to:

New York State Department of Labor
Division of Research and Statistics
Bureau of Labor Market Information
SOICC Section - Room 403A
State Office Campus, Building #12
Albany, New York 12240

SUBJECT GUIDE

Publications listed in the Guide to Career and Occupational Information have assigned item numbers and, for the reader's convenience, are classified in one or more information categories in the Subject Guide as follows:

I	OCCUPATIONAL DEMAND: current occupational employment, job vacancies, expansion or reduction in demand, worker replacements due to retirements, outlook.
II	OCCUPATIONAL SUPPLY: enrollments in educational or training institutions, the unemployed, labor force new or re-entrants.
III	OCCUPATIONAL CHARACTERISTICS: earnings and benefits, working conditions, job duties, employer requirements, licensing or certification needed, typical employers, career ladders, demographics of workers in occupations, occupational titles, coding, etc.
IV	EDUCATION AND TRAINING: directories and information on schools, institutes, colleges, universities, scholarships, grants, etc.
V	LABOR FORCE DEMOGRAPHICS AND ECONOMIC TRENDS: labor force and economic statistics, trends, outlook, characteristics.
VI	JOB SEARCH: directories of agencies, employers, unions, firms, recruiters, job opportunities, guides to resume preparation and going to interviews, etc.
VII	CAREER AND VOCATIONAL PLANNING: planning, guidance, administration of programs, etc.
VIII	OTHER INFORMATION: special groups (gifted children, older workers, youth, veterans, women, minorities, handicapped), miscellaneous information.

PUBLI-CATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLI-CATION
1				*					1
2	*	*			*			*	2
3				*					3
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5				*					5
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7		*		*					7
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26							*		26
27							*		27
28							*		28
29							*		29
30						*			30
31			*			*			31
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33			*			*		*	33
34			*						34
35			*	*		*		*	35
36	*		*			*		*	36
37				*			*		37
38	*		*		*				38
39						*			39
40			*						40
41		*		*					41
42		*		*					42
43						*			43
44						*			44
45						*			45
46						*			46

PUBLI-CATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLI-CATION
47			*						47
48							*		48
49			*	*			*		49
50			*						50
51		*		*			*		51
52							*		52
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54				*				*	54
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88						*		*	88
89						*			89
90						*			90
91						*			91
92						*			92

PUBLI-CATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLI-CATION
93						*		*	93
94						*			94
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96			*			*	*		96
97				*					97
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134	*	*	*		*		*	*	134
135					*		*		135
136		*			*		*		136
137		*					*		137
138				*					138
139	*	*	*	*	*	*	*	*	139

PUBLICATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLICATION
140						*			140
141				*					141
142				*					142
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183						*		*	183
184						*			184
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PUBLICATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLICATION
187				*					187
188			*						188
189						*			189
190							*		190
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PUBLI-CATION	Occup. Demand	Occup. Supply	Occup. Descrip.	Educ. & Training	Demograph. & Trends	Job Search	Planning	Other	PUBLI-CATION
233			*						233
234					*			*	234
235				*		*			235
236	*					*			236
237							*	*	237
238			*						238
239	*					*		*	239
240					*		*	*	240

LIST OF PUBLICATIONS

1. ACCREDITED POSTSECONDARY INSTITUTIONS
(B,C)
USOE

Lists institutions, by state, with initial date of accreditation and date of latest renewal. Establishments include postsecondary, vocational and college (higher education).

2. ADDENDUM TO STATISTICS ON MINORITIES AND WOMEN
(C)
NYL

Augments the parent publication, Statistics on Minorities and Women. Includes more occupational information on women and minorities.

3. ADULTS LEARNING HERE
(A,B)
NYE

Describes types of educational programs for adults supported by the New York State Education Department.

4. AMERICAN JUNIOR COLLEGES
(A,B)
American Council on Education
Washington, DC

Enrollment, curricula, admission and graduation requirements, fees, student aid and other characteristics of over 800 junior colleges.

5. AMERICAN UNIVERSITIES AND COLLEGES
(A,B)
American Council on Education
Washington, DC

Resources of American colleges and universities summarized in three main sections: survey articles on higher education in the U.S.; list of institutions which provide professional education; descriptions of more than 1,400 institutions arranged alphabetically, by state.

6. A MOST UNUSUAL PLACE - STATE UNIVERSITY OF NEW YORK
(A,B)
SU

A directory to all of the colleges and universities comprising the State University of New York. Types of degrees conferred by each institution.

7. ANNUAL EDUCATION SUMMARY
(C)
NYE

Pertinent statistics on education in New York State for the most recent year and trends for earlier years. Data on public and nonpublic school enrollments at the elementary, secondary and postsecondary levels, school finances, professional registrations, degrees and scholarships awarded.

8. ANNUAL PLAN FOR VOCATIONAL EDUCATION
(C)
NYE

An extensive review of planned programs of vocational education conducted throughout the State under the auspices of the State Education Department. The statewide report is accompanied by 13 regional reports.

9. ANNUAL PLANNING INFORMATION
(A,B,C)

NYL

Annual reports for the State and each SMSA on population and labor force developments, employment by industry and occupation, characteristics of the unemployed, persons needing employment services, job openings and job outlook. (Also available for any state or SMSA in U.S. by contacting appropriate state Employment Service).

10. ANNUAL REGISTER OF GRANT SUPPORT
(C)
Who's Who, Inc.
Chicago, IL

A guide to grants issued by foundations, government agencies, business organizations, professional societies.

11. APPLICANTS AND OPENINGS
(A,B,C)

NYL

Quarterly reports for New York State and its metropolitan areas on Employment Service job applicants registered for employment and the number of job openings available. From 200 to 800 occupations covered, depending upon the area.

12. AREA WAGE SURVEY
(A,B,C)

BLS

A survey of wages for selected occupations. Prepared periodically for metropolitan areas in New York and U.S.

13. ARE YOU A WOMAN LOOKING FOR A JOB?
(A)

NYL

Helpful hints for the female new or re-entrant into the labor market.

14. BARRON'S PROFILES OF AMERICAN COLLEGES
(A,B)
Barron's Educational Series, Inc.
Woodbury, NY

A comprehensive guide to about 1,350 American colleges and universities. Includes information on courses offered, financial aid, regulations, special programs.

15. BARRON'S TEEN-AGE SUMMER GUIDE
(A,B)
Barron's Educational Series, Inc.
Woodbury, NY

Opportunities for youths 12 to 18 years for summer work, recreation, study. Details programs in U.S. and abroad, including travel, costs, requirements.

16. BLUE BOOK OF OCCUPATIONAL EDUCATION, THE
(A,B,C)
MacMillan Information
New York, NY

Lists all occupational training programs in the United States, by school, city and state, including a cross-reference of types of programs and schools.

17. BOOKS TO CHANGE YOUR FUTURE
(A) NYE

Selected bibliographies for: career and job information; study and research techniques; options for education; financial aid.

18. CAN I GET THE JOB?
(A)
Public Relations Office
General Motors Corporation
Detroit, MI

Advice on preparing for a career, looking for a particular job and getting it.

19. CAREER EDUCATION - HOW TO DO IT
(B,C)
USOE

An "idea" book for career education practitioners, based on the experience of participants in 20 mini-conferences.

20. CAREER EDUCATION IN THE PUBLIC SCHOOLS 1974-75: A NATIONAL SURVEY
(B,C) USOE

An assessment of the status of career education, requested by Congress, to form the basis for future legislation.

21. CAREER EDUCATION OF ADULTS
(B,C)
National Advisory Council for Career Education
Washington, DC

Examines career education of adults. Draws upon existing reports, articles, and data to give a current view of the field (1971 to date).

22. CAREER EMPLOYMENT OPPORTUNITIES DIRECTORY
(A,B)
Ready Reference Press
Santa Monica, CA

A four-volume set. Each volume covers a major field (liberal arts and social sciences, business administration, engineering and computer sciences, sciences). Profiles of private firms are presented, giving general information, career opportunities, benefits, special programs, and contacts for further information.

23. CAREER GUIDANCE - A HANDBOOK OF METHODS
(B,C)
Merrill Publishing
Columbus, OH

Includes sections on educational level, groups requiring special guidance, types of guidance methods, design of career guidance programs.

24. CAREER GUIDES FOR ENTRY OCCUPATIONS
(A,B,C)
State of California
Employment Development Dept.
Sacramento, CA

A series of publications describing entry jobs, by industry, and career ladders.

25. CAREER INDEX
(A,B,C)
Chronicle Guidance Publications
Moravia, NY

An alphabetical list of 700 sources of occupational, educational, counseling information.

26. CAREER INFORMATION: A DIRECTORY OF FREE MATERIALS FOR COUNSELORS AND TEACHERS
(B)
Information Systems and Services, Inc.
Milwaukee, WI

Lists over 6,000 free career materials for counselors and teachers.

27. CAREER INFORMATION IN COUNSELING AND TEACHING
(B)
Allyn and Bacon, Inc.
Boston, MA

An overview of career information in counseling and teaching. Explains career development, career decision-making, and use of career information.

28. CAREER INFORMATION SYSTEMS GRANT PROGRAM: STATE PROJECT SUMMARIES (C)

ETA

A summary of career information systems being implemented with U.S. Department of Labor support in eight states (Alabama, Colorado, Massachusetts, Michigan, Minnesota, Ohio, Washington, Wisconsin).

29. CAREER INFORMATION SYSTEMS: STANDARDS FOR ORGANIZATION AND DEVELOPMENT (C) ETA

Guidelines for setting up a career information system. Based on experiences with in-place and operating systems.

30. CAREER OPPORTUNITIES (A,B)
J.G. Ferguson Publishing Chicago, IL

Five separate listings of career opportunities. One for agriculture, forestry and oceanography; community service; engineering; health; marketing, business and office work.

31. CAREER OPPORTUNITIES FOR TECHNICIANS AND SPECIALISTS (A,B)
Doubleday and Company Garden City, NY

A set. Volumes contain information on employment, career planning, qualifications and training needed for various occupational concentrations.

32. CAREER OPPORTUNITIES IN _____ INDUSTRY (A,B,C)

ETA

A series of publications on specific industries (e.g., telephone and telegraph) outlining the history and technology of the industry, organization, hiring policies, conditions of employment, education and experience required, pay and fringe benefits.

33. CAREER OPPORTUNITIES SERIES (A,B,C)
Catalyst New York, NY

A series. Booklets on occupations, with emphasis on assisting women in their careers.

34. CAREERS DESK-TOP KIT (B)
Careers Largo, FL

A card file of occupations, giving information on each.

35. CAREERS FOR COLLEGE WOMEN
(A,B)
Center for Continuing Education of Women
Ann Arbor, MI

A listing of occupations cross-referenced to college programs. Includes a bibliography of vocational materials.

36. CAREERS FOR WOMEN IN THE 70's
(A,B,C) USP

The job outlook and careers for women.

37. CATALOG OF FEDERAL EDUCATION ASSISTANCE PROGRAMS
(C)
USOE

Brief description of and extensive indexes to Federal programs administered by the U.S. Office of Education and other agencies supporting education, training or library services.

38. CHANGING PATTERNS OF OCCUPATIONAL OPPORTUNITY
(B,C)
ETA

A reprint from the 1974 Manpower Report of the President. Outlines future occupational patterns, education and experience of the labor force, earnings and job satisfaction among occupational groups.

39. CIVIL SERVICE HANDBOOK
(A,B,C)
Arco Books
New York, NY

A complete guide to Federal, state and local positions in the U.S. Civil Service.

40. COLLECTIVE BARGAINING SETTLEMENTS IN NEW YORK STATE
(B,C) NYL

Monthly and annual summaries of major employee bargaining agreements, with data on wage increases, fringe benefits, duration of settlements (by industry).

41. COLLEGE AND UNIVERSITY ADMISSIONS AND ENROLLMENT, NEW YORK STATE
(C) NYE

Degree and credit enrollment in New York State by institution and by major subject.

42. COLLEGE AND UNIVERSITY DEGREES CONFERRED, NEW YORK STATE
(C) NYE

Degrees granted in the State by type, institution and major subject.

43. COLLEGE GRADUATE GUIDE TO JOB FINDING, THE
(A)
Simon & Schuster, Inc.
New York, NY

Explains how to prepare a resume, how to work with college recruiters, etc.

44. COLLEGE PLACEMENT ANNUAL
(A,B,C)
College Placement Council, Inc.
Bethlehem, PA

Information on the occupational needs of 1,400 employers (private and public) who recruit college graduates.

45. COLLEGE PLACEMENT DIRECTORY
(A,B)
Industrial Research Service, Inc.
Dover, NH

Lists about 1,500 companies and government agencies that hire college graduates. Includes information on the firms or agencies. A cross-reference is provided showing type of job by employer. Colleges are also listed with name of placement director.

46. COLLEGIAN'S GUIDE TO PART-TIME EMPLOYMENT
(A,B)
Arco Books
New York, NY

Part-time jobs in over 50 categories, listed by job type.

47. CONCISE HANDBOOK OF OCCUPATIONS
(A,B,C)
J.G. Ferguson Publishing
Chicago, IL

Describes occupations and job and career opportunities available within each.

48. COUNSELOR'S GUIDE TO MANPOWER
(B) USP

A bibliography of government publications useful to employment and training counselors.

49. DEALING IN FUTURES
(A,B,C)

USOE

A resource book listing current career literature, text materials, government publications, and items in the collection of the Office of Career Education.

50. DICTIONARY OF OCCUPATIONAL TITLES (DOT)
(B,C)

ETA

Concise descriptions of over 17,000 specific occupations. Occupations arranged by DOT code, alphabetically by title, and by industry group of employment. Definitions may include alternate and undefined related titles, and industrial designations.

51. DIGEST OF EDUCATIONAL STATISTICS
(B,C)

USOE

Current statistical information on schools, enrollments, teachers, graduates, educational attainment, finances, Federal programs in education, libraries, international education.

52. DIRECTIONS IN CAREER EDUCATION
(C)

HEW

A resource book for educational program planners and implementers. Summarizes the experience of about 90 career education projects and project results.

53. DIRECTORS OF RESEARCH AND STATISTICS IN STATE EMPLOYMENT SECURITY AGENCIES
(A,C)

Ohio Bureau of
Employment Security
Columbus, OH

An alphabetical listing, by state, of directors of research and statistics in state Employment Security agencies; includes addresses and phone numbers. Good contacts for labor market information in the states and their metropolitan areas.

54. DIRECTORY FOR EXCEPTIONAL CHILDREN
(A,B)

Sargent Publishing
Boston, MA

Information on public and private schools, treatment centers, clinics, facilities for the blind, partially sighted, deaf, hard of hearing, emotionally disturbed, socially maladjusted. Lists U.S. and Canadian facilities. Includes associations, societies, foundations.

55. DIRECTORY OF CAREER PLANNING AND PLACEMENT OFFICES
(A,B)
College Placement Council, Inc.
Bethlehem, PA

A listing of college placement offices throughout the U.S.

56. DIRECTORY OF CAREER TRAINING AND DEVELOPMENT PROGRAMS
(A,B,C)
Ready Reference Press
Santa Monica, CA

A comprehensive guide to career training and development opportunities available from business, government, and professional organizations.

57. DIRECTORY OF COUNSELING SERVICES
(A,B)
International Association of Counseling Services, Inc.
Washington, DC

Lists nearly 400 approved agencies offering vocational, occupational, educational counseling. Arranged alphabetically by geographic area.

58. DIRECTORY OF EDUCATIONAL PROGRAMS FOR THE GIFTED, A
(A,B)
Scarecrow Publishing
Metuchen, NJ

Lists, by state, both public and private institutions with programs for the gifted or advanced student.

59. DIRECTORY OF EDUCATION ASSOCIATIONS
(B,C)

USOE

An alphabetical list of associations of educators, community service groups involved with school programs, professional research and scientific organizations related to education activities, library and museum associations, organizations sponsoring youth activities in schools.

60. DIRECTORY OF EMPLOYEE ORGANIZATIONS IN NEW YORK STATE
(A,B)

NYL

A list of private and public unions and other employee organizations in the State. Useful reference for further information/contacts on membership requirements, average pay and fringe benefits, job opportunities.

61. DIRECTORY OF EXECUTIVE RECRUITERS
(A)
Consultants News
Fitzwilliam, NH

Information on over 600 U.S. and Canadian executive search firms. Arranged alphabetically and indexed geographically.

62. DIRECTORY OF EXECUTIVE RECRUITERS
(A)
R. Crosfield
Massapequa, NY

Information on 300 executive search firms in the New York area.

63. DIRECTORY OF INTERNSHIPS, WORK EXPERIENCE PROGRAMS AND ON-THE-JOB TRAINING OPPORTUNITIES
(A,B,C)
Ready Reference Press
Santa Monica, CA

A two-volume listing of thousands of internship and work experience opportunities in the social sciences, sciences, humanities, education, business, public relations, journalism, engineering, law, health sciences

64. DIRECTORY OF NONPUBLIC SCHOOLS AND ADMINISTRATORS, NEW YORK STATE
(C) NYE

The name, address, phone number, administrator of the nonpublic schools; for every county in the State.

65. DIRECTORY OF OCCUPATIONAL EDUCATION PROGRAMS IN NEW YORK STATE
(A,B,C) NYE

Provides a comprehensive picture of secondary and postsecondary occupational education programs offered by public and private institutions in the State, by county. Course offerings are also indicated.

66. DIRECTORY OF OVERSEAS SUMMER JOBS
(A,B)
National Directory Service
Cincinnati, OH

A listing of employers who usually have job vacancies in recreation, hotels, camps, archeological expeditions, social work, fruit and vegetable harvesting, and other seasonal work.

67. DIRECTORY OF POSTSECONDARY SCHOOLS WITH OCCUPATIONAL PROGRAMS
(A,B,C) HEW

Identifies schools and programs offered at the local level by state and city or town.

68. DIRECTORY OF PUBLIC SCHOOL CONTINUING EDUCATION PROGRAMS IN NEW YORK STATE
(C) NYE

Administrative officers, names and addresses of schools, by county, with continuing education programs.

69. DIRECTORY OF PUBLIC SCHOOLS AND ADMINISTRATORS, NEW YORK STATE
(C) NYE

The name, address, phone number, administrator of the public schools for every county in the State.

70. DIRECTORY OF RECRUITERS
(A)
CU Publications
Ridgewood, NJ

A listing of 1,000 U.S. executive recruiters of executive, professional and technical personnel.

71. DIRECTORY OF SCHOOLS APPROVED FOR VETERANS
(A,B) NYE

Provides a course index and an institution index for veteran-approved training.

72. DIRECTORY OF THE NATIONAL EMPLOYMENT ASSOCIATION
(A,B,C)
National Employment Association
Washington, DC

A list of about 2,000 employment agencies belonging to the Association.

73. DIRECTORY OF U.S. EMPLOYERS
(A,B)
Simon & Schuster, Inc.
New York, NY

A listing of about 1,000 major U.S. corporations and government agencies with information on the activities and types of personnel hired.

74. DISTRIBUTION OF HIGH SCHOOL GRADUATES AND COLLEGE-GOING RATE, NEW YORK STATE
(C) NYE

Percentages of public and private high school graduates who enter employment, military service, 2-year, 4-year or other postsecondary schools, by county (New York State).

75. DO'S AND DON'TS FOR MATURE JOB SEEKERS NYL
(A)

Suggestions for the older jobseeker interviewing for job opportunities.

76. EARNINGS AND HOURS IN _____ INDUSTRY IN NEW YORK CITY
(A,B,C)
NYL

Bulletins issued periodically which show straight-time earnings of full-time workers, by occupation, in a particular industry in New York City.

77. EDUCATION DIRECTORY, COLLEGES AND UNIVERSITIES
(A,B,C)
HEW

Annual. Lists institutions (with deans, major programs and tuition) in the United States and outlying areas that offer at least a 2-year accredited program of college-level instruction.

78. EMPLOYMENT AND EARNINGS
(C)
BLS

Monthly. Labor market statistics gathered through the national "household" and "establishment" surveys. Most of the data shown are for the nation as a whole.

79. EMPLOYMENT AND TRAINING PROGRAM HIGHLIGHTS
(C)
ETA

Concise descriptions of major programs of the U.S. Employment and Training Administration, including: how program works, who is served, what act authorizes the program, how to apply, where to get more information.

80. EMPLOYMENT AND TRAINING REPORT OF THE PRESIDENT
(B,C)
ETA

Annual. A wealth of information on the labor force, on the accomplishments of training programs and employment and occupational developments and outlook.

81. EMPLOYMENT OPPORTUNITIES FOR MEN AND WOMEN AFTER 60
(A,B)
Simon & Schuster, Inc.
New York, NY

Information on employers, counseling services and senior citizen centers in the U.S. Job opportunities for people over 60 are described.

82. EMPLOYMENT REVIEW
(C)
NYL

Issued monthly. Current labor force, industry employment, unemployment, labor turnover, hours and earnings data for the State, SMSA's and counties.

83. EMPLOYMENT STATISTICS
(C)
NYL

A series of volumes presenting historical data on the State and sub-area labor force, employment, unemployment, labor turnover, hours and earnings by industry.

84. EMPLOYMENT TRENDS
(A,B,C)

NYL

A monthly newsletter on the State's current labor force, employment, unemployment and number of claims filed for unemployment insurance.

85. ENCYCLOPEDIA OF ASSOCIATIONS
(A,B,C)
Gale Research Company
Detroit, MI

A two-volume guide. National and international organizations for trade, business, agriculture, education, medicine, religion, sports, labor, commerce, etc.

86. ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE, THE
(B,C)
J.G. Ferguson
Publishing Company
Chicago, IL

Two volumes, Job and career planning information for the administrator and counselor.

87. ENCYCLOPEDIA OF JOB DESCRIPTIONS IN MANUFACTURING
(A,B,C)
Information Systems and
Services, Inc.
Milwaukee, WI

Over 650 managerial, professional, and administrative occupations described by education required, skills, duties, responsibilities.

88. EQUAL OPPORTUNITY MAGAZINE
(A,B)
Equal Opportunity
Publications
Centerport, NY

Companies which offer jobs to minority college graduates,listed alphabetically.

89. EXECUTIVE RECRUITERS
(A)
M.F. Ettinger
Springfield, MO

Entries on 1,040 individuals and organizations that recruit executives. Arranged geographically.

90. EXECUTIVE RECRUITERS DIRECTORY
(A)
Better/Quicker Corporation
Princeton, NJ

Describes executive recruiting firms and their services.

91. EXECUTIVE RECRUITERS FOR INDUSTRY
(A)
Dolan Karre Associates
Harrison, NY

A list of over 1,000 names and addresses of concerns in the Northeast which specialize in executive recruiting.

92. EXECUTIVE SEARCH FIRMS
(A)
Executive Directions International
New York, NY

A guide to specialized recruitment firms and management consultants.

93. FACTS FOR TEENAGERS UNDER 18 ABOUT WORKING PAPERS
(A,B) NYL

A leaflet. Describes the kinds of work 12-through-17-year-olds may engage in and the procedure for obtaining working papers.

94. FEDERAL CAREER DIRECTORY
(A,B)
USP

Provides information on U.S. government employment in general as well as details on specific jobs.

95. FEDERAL JOBS OVERSEAS
(A,B)
USP

Employment conditions, types of jobs and skills needed for overseas assignments. Lists agencies to contact for further information.

96. GUIDE FOR OCCUPATIONAL EXPLORATION
(A,B)
ETA

Groups thousands of occupations available today by interests, abilities, and traits required for successful performance. Aimed at job-seekers and vocational counselors.

97. GUIDE TO AMERICAN GRADUATE SCHOOLS, A
(A,B)
Viking Press
New York, NY

Describes about 600 institutions offering graduate and professional programs in liberal arts and sciences, education, medicine, dentistry, pharmacy, law, nursing, veterinary medicine, social work, agriculture, theology, music, engineering, business, and applied arts.

98. GUIDE TO EDUCATIONAL PROGRAMS IN NONCOLLEGIATE ORGANIZATIONS, A
(A,B)
NYE

Selected private and public noneducational organizations or industries which sponsor or administer courses of instruction that have been evaluated for academic credit.

99. GUIDE TO EMPLOYMENT ABROAD
(A,B)
Hill International
Publications
East Islip, NY

Names and addresses of U.S. companies with overseas facilities and international organizations employing Americans.

100. GUIDE TO FEDERAL CAREER LITERATURE
(A,B)
USP

A list of publications and leaflets describing careers in the Federal government.

101. GUIDE TO GRADUATE STUDY, A
(A,B)
American Council on
Education
Washington, DC

A listing of universities which offer programs leading to the Ph.D. degree. Includes information on programs, fields of study, fees, etc.

102. GUIDE TO GRANTS, LOANS AND OTHER TYPES OF GOVERNMENT ASSISTANCE
(A,B)
Public Affairs Press
Washington, DC

Brief descriptions of the kinds of grants available to students. Gives educational institutions and where to write for further information.

103. GUIDE TO LOCAL OCCUPATIONAL INFORMATION
(A,B,C)
ETA

A directory of selected state Employment Service studies, bulletins, brochures, and other releases providing current occupational information.

104. GUIDE TO PREPARING A RESUME
(A)
NYL

Some tips for the jobseeker on how to compose a successful resume.

105. HANDBOOK FOR ANALYZING JOBS
(C)
ETA

A guide for occupational analysts on how to conduct studies of employer establishments and how to analyze jobs to determine: job relationships; work performed; rating jobs in relation to data, people, things; worker traits required; educational/vocational experience requirements, etc.

106. HANDBOOK FOR JOB RESTRUCTURING
(C)
USP

An outline for job system restructuring. Aims to use available personnel resources most efficiently.

107. HANDBOOK FOR MANPOWER PLANNERS
(C)
ETA

A two-volume set. Designed to assist in employment and training program development. Describes available statistics and suggests how to use them in planning decisions.

108. HANDBOOK OF PRIVATE SCHOOLS
(A,B)
Sargent Publishing
Boston, MA

Describes over 2,000 private elementary and secondary schools in the U.S. Information on type, tuition, enrollment, facilities, programs.

109. HANDBOOK ON INTERNATIONAL STUDY FOR U.S. NATIONALS
(A,B)
Institute of International Education
New York, NY

A listing of foreign schools and educational opportunities abroad.

110. HIGHER EDUCATION DATA SYSTEM
(C)
NYE

Describes a computer-based system designed to supply information on awarded degrees and certificates by post-secondary institutions in New York State.

111. HIRING SPECIFICATIONS
(A,B,C)
NYL

A statistical presentation of the characteristics of job openings received from employers by the State Employment Service, including wages offered, experience and education required, industry of job opening, workweek, duration of job. Separate issues are prepared on an irregular basis for each metropolitan area of the State and selected counties.

112. HOW TO GET A JOB OVERSEAS
(A,B)
Arco Books
New York, NY

Information on obtaining employment throughout the world with American or foreign companies or by self-employment. Lists employers and publications relating to overseas employment.

113. HOW TO GET INFORMATION FROM THE BUREAU OF LABOR STATISTICS
(A,B,C)
BLS

Types of information available and the vehicles used to dispense that information. Covers national, state and area economic, industry and labor force statistics, reports and publications.

114. HOW TO GET THE JOB YOU WANT OVERSEAS
(A,B)
Pilot Books
New York, NY

Lists over 200 U.S. agencies, construction companies, private firms, employment agencies that will assist in obtaining foreign assignments

115. HOW TO PREPARE YOURSELF FOR JOB INTERVIEWS
(A) NYL

A leaflet. Covers the main points a jobseeker should remember during a job interview.

116. INDEX TO PUBLICATIONS OF THE EMPLOYMENT AND TRAINING ADMINISTRATION
(A,B,C) ETA

Lists articles and publications relating to the labor market over the past few years. Sources given in subject range from agricultural labor through youth.

117. INDUSTRY WAGE SURVEY
(A,B,C)
BLS

A series ofppublications, each for a specific industry. Results of wage surveys of establishments in major metropolitan areas for various job categories. Reports for a single metropolitan area also prepared.

118. INSTITUTIONS OF HIGHER EDUCATION INDEX BY STATE AND CONGRESSIONAL DISTRICT
(A,B)
HEW

Companion volume to the Education Directory, Colleges and Universities. An alphabetical list, by congressional district, of U.S. schools which offer at least a 2-year accredited program of college-level instruction.

119. INTERNATIONAL DIRECTORY OF EXECUTIVE RECRUITERS
(A)
Consultants News
Fitzwilliam, NH

Lists 560 executive recruiting firms in 44 countries.

120. INTERNATIONAL GUIDE TO EXECUTIVE RECRUITERS
(A)
Directions International
New York, NY

Lists about 270 U.S., Canadian, and European management consultants, executive search and selection firms.

121. INTERNATIONAL HANDBOOK OF UNIVERSITIES
(A,B)
International Association of Universities
Paris, France

Descriptions of universities outside the U.S. and the British Commonwealth, including degrees granted, fees, chief officers, location. Issued triennially.

122. JOBFINDER, THE
(A)
Western Governmental Research Association - University of California at Berkeley

Monthly compilations of employment opportunities in state and local government.

123. JOBFLO
(A,B,C)

A monthly publication (one for each of 10 job bank districts in the State) showing occupations for which a large number of openings have been received by the Employment Service. Shown are titles and codes of occupations, demand industries, education and experience required, wages offered.

NYL

124. JOB FUTURE IN NEW YORK - NORTHEASTERN NEW JERSEY, THE
(A,B,C)
BLS

Occupational employment projections to 1985 for the 17-county NY-NENJ area.

125. JOB GUIDE FOR YOUNG WORKERS
(A)

Geared to the entry-level worker. Groups jobs and provides information on industries in which entry-level jobs are found. Methods of finding work.

USP

126. JOB HUNTERS BIBLIOGRAPHY
(A,B)
Alumnae Advisory Center
New York, NY

A listing of about 130 publications in 60 career avenues for women.

127. JOBS FOR VOLUNTEERS
(A,B)
New Yorkers Guide to Volunteer Organizations
New York, NY

Organizations offering jobs for volunteers. Includes a bibliography of reference publications.

128. JOBS FOR WHICH A HIGH SCHOOL EDUCATION IS GENERALLY REQUIRED
(A,B,C) BLS

Lists of jobs, by industry, with information on qualifications, training, employment opportunities and trends.

129. JOBS TO TAKE YOU PLACES - HERE AND ABROAD
(A,B)
David McKay Company
New York, NY

Information on job opportunities in the U.S. and foreign countries, including individual job requirements. Arranged geographically.

130. JUNIOR COLLEGE DIRECTORY
(A,B)
American Association of Junior Colleges
Washington, DC

A directory of all junior colleges, accredited and nonaccredited. Brief information on administrative head, accreditation, type, enrollment.

131. JUST PUBLISHED
(A,B,C) BLS

Monthly additions to Publications of the U.S. Bureau of Labor Statistics (see listing).

132. LABOR AREA SUMMARY
(C)
NYL

A monthly newsletter (one for each SMSA) on current labor force, employment, unemployment, hours and earnings, and special articles relating to the local labor market.

133. LABOR LITERATURE
(B,C) USL

Bi-monthly. Lists recent additions to the U.S. Department of Labor Library.

134. LABOR MARKET INFORMATION SOURCES FOR MANPOWER PLANNERS
(B,C) NYL

A selection of publications and statistical series relating to the labor market in New York State.

135. LABOR MARKET INFORMATION SYSTEM OF THE EMPLOYMENT AND TRAINING ADMINISTRATION
(C) ETA

Articles describing ETA's labor market information system, explaining "core" products and direction of system.

136. LABOR NEWS MEMORANDUM
(B,C)

NYL

A monthly newsletter. Articles of general interest on the State's labor market, family budgets, prices, work stoppages, wage rates, etc.

137. LABOR SUPPLY FOR LOWER LEVEL OCCUPATIONS, THE
(C)

ETA

An in-depth analysis, for the planner, of the structure of the segment of the labor force supplying lower skilled workers and the outlook for that segment through 1985.

138. LEARN A SKILLED CRAFT THROUGH APPRENTICE TRAINING
(A,B)

NYL

A pamphlet. Explains what apprentice training is and how to go about entering a program.

139. LIST OF PUBLICATIONS
(A,B,C)

NYL

Publications available from the New York State Department of Labor.

140. LOOKING FOR EMPLOYMENT IN FOREIGN COUNTRIES
(A,B)
World Trade Academy Press
New York, NY

Explains the how-to's of finding a job abroad: costs of living, salaries, living conditions and other important items. Includes an alpha-geographic directory of companies doing business abroad.

141. LOVEJOY'S CAREER AND VOCATIONAL SCHOOL GUIDE
(A,B)
Simon & Schuster, Inc.
New York, NY

A source book, clue book and directory of institutions that train students for job opportunities.

142. LOVEJOY'S COLLEGE GUIDE
(A,B)
Simon & Schuster, Inc.
New York, NY

A directory of all colleges in the United States, their curricula and programs, etc. Grouped alphabetically and by major subjects.

143. MACMILLAN JOB GUIDE TO AMERICAN CORPORATIONS, THE
(A,B)
The MacMillan Company
New York, NY

Profiles of about 250 U.S. corporations, including information on product or service, kinds of facilities, types of jobs offered, degrees required, benefits. Presented: alphabetically by firm, alphabetically by area and by academic background required.

144. MATCHING COLLEGE MEN TO JOBS
(A,B)
Simon & Schuster, Inc.
New York, NY

Lists leading employers of college graduates. Includes a bibliography, statistics, and further information.

145. MATCHING COLLEGE WOMEN TO JOBS
(A,B)
Simon & Schuster, Inc.
New York, NY

Job opportunities for college women in different fields. Provides helpful information on where and how to obtain jobs.

146. MATCHING HIGH SCHOOL GRADUATES TO JOBS
(A,B)
Simon & Schuster, Inc.
New York, NY

Includes an occupational bibliography and a guide to counseling, educational development, training, vocational education and training, colleges, etc. For the high school graduate.

147. MATCHING OCCUPATIONAL CLASSIFICATION TO VOCATIONAL EDUCATION PROGRAM CODES
(C) BLS

A supplement to Tomorrow's Manpower Needs. Relates Dictionary of Occupational Titles (DOT) codes to vocational education program codes and titles.

148. MATCHING TECHNICIANS TO JOBS
(A,B)
Simon & Schuster, Inc.
New York, NY

Information on education and training, financial aid, job opportunities for technicians and how to look for such jobs.

149. MERCHANDISING YOUR JOB TALENTS
(A) USP

Gives advice on where to get information on jobs, resume writing, test taking, preparing for interviews, etc.

150. MESSNER CAREER BOOKS
(A,B)
Simon and Schuster, Inc.
New York, NY

A set of over 30 books. Each gives information on specific careers, related colleges and schools for training, salaries, growth opportunities, educational and personal requirements.

151. MILITARY-CIVILIAN OCCUPATIONAL SOURCE BOOK
(A,B,C) DOD

A reference document for enlisted personnel, giving occupational profile information for military and comparable civilian jobs.

152. MODERN VOCATIONAL TRENDS HANDBOOK
(A,B,C)
World Trade Academy Press
New York, NY

Describes the 85 most popular careers. Includes information on aptitudes, guidance, financing, training required, job openings, schools, information sources.

153. MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS
(A,B,C) USP

Publications added to the U.S. Government Printing Office list, indexed by catalog number, author or subject. (Uses Library of Congress subject headings).

154. MONTHLY LABOR REVIEW
(C)
BLS

Articles and papers bearing on the labor market (working conditions, segments of the labor force, occupations, etc). Current and historical labor statistics maintained in an appendix.

155. NATIONAL APPRENTICESHIP STANDARDS
(A,B)
BLS
ETA

Brochures and publications suggesting apprenticeship as a career avenue: types of jobs involved and procedures for applying for admission. Included are: Apprenticeship, Apprentice Training, Why Not Be An Apprentice?, Jobs for Which Apprenticeships Are Available, Program Fact Sheet -- Apprenticeship, and a series on individual occupations.

156. NATIONALLY RECOGNIZED ACCREDITING AGENCIES AND ASSOCIATIONS
(C)
USOE

A list of regional and national accrediting associations recognized by the U.S. Commissioner of Education. Arranged by geographic area and field of specialization.

157. NATIONAL TRADE, PROFESSIONAL ASSOCIATIONS AND LABOR UNIONS OF THE UNITED STATES
(A,B,C)
Columbia Books
Washington, DC

A listing of nearly 5,000 organizations with national memberships. A good source of detailed information for the potential careerist, as many organizations publish literature on their own and related occupations.

158. NEW PUBLICATIONS
(A,B,C)
USL

Issued on an irregular basis. Lists recent publications of all subdivisions of the U.S. Department of Labor.

159. NEWS: U.S. DEPARTMENT OF LABOR
(B,C)
BLS

Monthly, quarterly and annual newsletters on a variety of subjects including: The Summer Job Situation for Youth, The Employment Situation, Consumer Price Index, Labor Turnover in Manufacturing, State and Area Unemployment. News releases on the State's labor force.

160. NEW YORK STATE CONTINUING EDUCATION NEEDS ASSESSMENT
(C)
NYE

A thorough treatment of the various facets of adult continuing education in the State. Surveys enrollments, experience of participants and the delivery system itself.

161. NEW YORK STATE INDUSTRIAL DIRECTORY
(A,B,C)
State Industrial Directories, Inc.
New York, NY

A listing of all companies producing products in the State, arranged by name of firm, by county, and by product category.

162. NEW YORK STATE OCCUPATIONAL EDUCATION ACCOUNTABILITY REPORT - FISCAL YEAR 1978
(C)
NYE

Establishes measures of compliance with fiscal year activities proposed in the Annual Plan for Occupational Education of the New York State Education Department, and the extent of compliance.

163. NEW YORK STATE VIETNAM VETERAN, THE
(C)
NYE

Provides background information for effort to reach Vietnam-era veterans entitled to education benefits under the 1969 GI Bill.

164. NEW YORK TIMES GUIDE TO THE SUMMER FOR TEENAGERS U.S.A.
(A,B)
Quadrangle Books
New York, NY

Describes job opportunities and programs in: art, culture, hiking and camping, and sports; schools and colleges; summer theatres; social programs that involve teenagers.

165. NEW YORK WOMEN - WHY NOT BE AN APPRENTICE?
(A,B)
NYL

A leaflet. Encourages women to investigate apprentice training. Gives instructions for obtaining further information.

166. OCCUPATIONAL BRIEFS
(A,B,C)
Chronicle Guidance Publications
Moravia, NY

A series. Each brief contains job descriptions, qualifications and expected opportunities for a particular occupation or group of occupations.

167. OCCUPATIONAL BRIEFS
(A,B,C)
Science Research Associates
Chicago, IL

A set of individual profiles of occupations, including duties, working conditions, qualifications, training and outlook.

168. OCCUPATIONAL EARNINGS AND WAGE TRENDS IN METROPOLITAN AREAS
(A,B,C)
BLS

Similar to Occupational Earnings in Selected Areas, but also shows percentage increases in wages over a 12-month period.

169. OCCUPATIONAL EARNINGS IN SELECTED AREAS
(A,B,C)
BLS

Periodic reports on a selection of occupations (usually about 25 to 50) showing hourly or weekly earnings in metropolitan areas representative of different regions of the U.S. Reports prepared for specific metropolitan areas are entitled Area Wage Survey.

170. OCCUPATIONAL EMPLOYMENT STATISTICS
(B,C)
NYL

A series of publications, one for each major industry category. Show the types of occupations in specific industries in New York State, New York City and remainder of State.

171. OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM: STATE PROJECT SUMMARIES
(C)
ETA

A review of the experiences of eight states which implemented career information systems, including descriptions of staffing, data files, computer configurations used.

172. OCCUPATIONAL INFORMATION: THE DYNAMICS OF ITS NATURE AND USE
(B)
Science Research Associates
Chicago, IL

Aimed at the counselor. A guide to the use of occupational information to assist people in making career decisions. Includes a list of available materials.

173. OCCUPATIONAL LITERATURE - AN ANNOTATED BIBLIOGRAPHY
(B,C)
Wilson Publishing
New York, NY

Some 4,500 pamphlets and 1,500 books referenced under about 500 occupational titles. Emphasis is on occupational guidance for secondary school and college students.

174. OCCUPATIONAL OUTLOOK FOR COLLEGE GRADUATES
(A,B,C)
USP

Information on the training requirements, earnings and working conditions in a number of professional fields.

175. OCCUPATIONAL OUTLOOK HANDBOOK
(A,B,C)
BLS

A major source of vocational guidance information for hundreds of occupations. Indicates what workers do on the job, training and education needed, projected openings, earnings, employing industries, related occupations and additional sources of information for particular occupations.

176. OCCUPATIONAL OUTLOOK QUARTERLY
(A,B,C)
BLS

Quarterly updates to Occupational Outlook Handbook, including special features (e.g., current job outlook in brief for college students).

177. OCCUPATIONAL PROFILES
(A,B)
Chronicle Guidance
Publications
Moravia, NY

A list of 650 occupations. Describe nature of the job, training and qualifications needed, and sources of further information.

178. OCCUPATIONAL PROJECTIONS AND TRAINING DATA
(C)
BLS

General and detailed information on the relationship between occupational requirements and training needs. Useful mainly to the program planner.

179. OCCUPATIONAL PROJECTIONS, NEW YORK STATE, 1974-1985
(A,B,C)
NYL

Estimates of job openings expected annually through 1985 in almost 400 occupations. Indicates the volume which will be due to growth and the volume from labor force separations caused by retirements and deaths. (Separate issues also available for each metropolitan area in New York State).

180. OCCUPATIONS IN DEMAND AT JOB SERVICE OFFICES
(A,B,C)
ETA

A monthly bulletin. Identifies occupations for which large numbers of openings were listed with public Employment Service Job Banks during the previous month. Pay ranges, openings unfilled at month's end and geographic areas holding the job orders are shown. Special issues for students and recent graduates also prepared.

181. ODNY (OCCUPATIONAL DEMAND IN NEW YORK)
(A,B,C)
NYL

Current information on job openings, average pay offered and industry of origin on employer job orders received by the New York State Employment Service.

182. OPERATIONS
(C)
NYL

Monthly publication. Summarizes New York's current and over-the-year statistics on Employment Service job applicants, training program enrollment, unemployment insurance claim volumes, benefits paid - for the State, Labor Department districts and local offices.

183. OPPORTUNITIES FOR THE MINORITY COLLEGE GRAD
(A,B)
R. Clarke Associates
New York, NY

A directory of employers who have established themselves as affording equal opportunities to all applicants.

184. OVERSEAS EMPLOYMENT GUIDE
(A,B)
National Employment Services Institute
Washington, DC

Outlines thousands of summer jobs in over 30 countries.

185. PATTERSON'S AMERICAN EDUCATION
(A,B)
Education Directories
Mt. Prospect, IL

A comprehensive list of public and private schools, colleges, universities and special schools. Arranged first, by states and towns and second, by specialty.

186. PLANNING INFORMATION FOR VOCATIONAL EDUCATION
(C)
NYL

An annual report on trends in the State's population, labor force, industry employment, unemployment and occupational employment. Projections for over 300 occupations classified according to both the U.S. Office of Education and U.S. Census Coding Systems, to the year 1985, by planning region.

187. POSTSECONDARY EDUCATION IN NEW YORK STATE
(A,B,C)
NYE

A directory listing all degree-granting institutions in New York State.

188. PROFESSIONAL, ADMINISTRATIVE, TECHNICAL AND CLERICAL PAY IN NEW YORK
(A,B,C)
BLS

A survey of employment, wages and hours in selected occupations. Areas covered are New York State, New York City and Long Island.

189. PROFESSIONAL JOB CHANGING SYSTEM, THE
(A,B)
Performance Dynamics, Inc.
Verona, NJ

Lists over 5,000 sources for job interviews, materials, etc. For professional job seekers.

190. PROFILES OF CAREER EDUCATION PROJECTS
(B,C)
USOE

Short summaries of each of the first 81 projects funded under Title IV of the Education Amendments of 1974. The projects promoted career education, testing, choices, planning.

191. PROJECTED FULL-TIME UNDERGRADUATE ENROLLMENTS FOR NEW YORK STATE THROUGH 1990
(C) NYE

Three alternative directions of college enrollment in the State.

192. PUBLICATIONS OF THE BUREAU OF LABOR STATISTICS
(B,C)
BLS

Issued semi-annually. Lists bulletins, press releases, reprints, periodicals, special articles from periodicals and summaries issued by the Bureau in Washington, DC and regional offices.

193. PUBLICATIONS OF THE U.S. OFFICE OF EDUCATION
(A,B,C) USOE

A list of all current bulletins, papers, paperbacks, provided by the U.S. Office of Education. Issued annually.

194. PUBLIC PERSONNEL ASSOCIATION MEMBERSHIP DIRECTORY
(A,B,C)
Public Personnel Association
Chicago, IL

A compilation of over 4,000 agencies affiliated with the Association.

195. RACIAL/ETHNIC DISTRIBUTION OF PUBLIC SCHOOL STUDENTS AND STAFF IN NEW YORK STATE 1976-77
(C) NYE

Collected annually since 1966. Details the State's public school system with regard to the racial and ethnic composition of each school in the system.

196. REGENTS STATEWIDE PLAN FOR THE DEVELOPMENT OF POSTSECONDARY EDUCATION
(C) NYE

An annual report. Assesses coming academic needs in postsecondary education, and gives the regents master plan to meet those needs in New York State.

197. REGISTERED APPRENTICESHIP TRAINING - A JOINT REPORT
(B,C)
NYE
NYL

Describes the nature, administration and extent of registered apprenticeship training in New York State. Presents an overview of the evolution of the system and a description of what apprenticeship is today.

198. RELATING GENERAL EDUCATIONAL DEVELOPMENT TO CAREER PLANNING
(B,C) ETA

Outlines method of determining a person's general educational development (GED) and matching it with jobs requiring the same GED level.

199. RESUMES FOR BETTER JOBS
(A)
Simon & Schuster, Inc.
New York, NY

A display of different kinds of resumes for different types of jobs.

200. SELECTED BOOKS AND MONOGRAPHS
(C)
ETA

Books and monographs from the Research and Development Program of ETA. All bear on population, labor market or manpower policy and program planning.

201. SELECTED LIST OF POSTSECONDARY EDUCATION OPPORTUNITIES FOR MINORITIES AND WOMEN
(A,B,C) USOE

Sources of general information and opportunities in selected fields of study at the postsecondary level. Information on specific loan, scholarship and fellowship opportunities as well.

202. SELECTED U.S. GOVERNMENT PUBLICATIONS
(A,B,C) USP

Monthly selection of recent additions to the list of U.S. publications; partially based on appropriate subject for season of issue.

203. SOME FACTS RELATING TO THE JOB SCENE IN NEW YORK CITY TODAY AND TOMORROW
(B,C) BLS

Tables and charts presenting changing occupational opportunities in New York City and the surrounding area.

204. SOURCES OF FREE OCCUPATIONAL INFORMATION
(A,B,C)
Southern California Employment Data and Research Field Services Unit
Los Angeles, CA

Sources include: professional associations, unions, industrial and trade associations, government agencies, private firms.

205. STANDARD AND POOR'S REGISTER OF CORPORATIONS, DIRECTORS AND EXECUTIVES
(A,B,C)
Standard and Poor's Corporation
New York, NY

A three-volume directory of U.S. corporations by corporation name, by names of corporate directors or executives, by Standard Industrial Classification, and by geographic location.

206. STANDARD INDUSTRIAL CLASSIFICATION MANUAL (SIC)
(C)
USP

Defines manufacturing and service industries in accordance with the composition and structure of the U.S. economy. A 4-digit code is assigned to every separate (identifiable) industry.

207. STANDARD OCCUPATIONAL CLASSIFICATION MANUAL (SOC)
(C)
USC

A classification system which groups related occupations and provides a mechanism for cross-referencing and aggregating occupationally-related data collected under other economic and social statistical programs. Covers all occupations where work is performed for pay or profit, including work performed in family-operated enterprises.

208. STATISTICAL REPORTER
(C)
USC

Primarily for the interchange of information among government employees engaged in statistical research.

209. STATISTICS ON MINORITIES AND WOMEN
(C)
NYL

Primarily intended for Affirmative Action programs. Information on the proportions of women and minorities in the population, labor force and selected occupations in the State, SMSA's and individual counties.

210. SUGGESTIONS FOR DEVELOPING AN OCCUPATIONAL LIBRARY
(B,C)
Occupational Analysis Field Center
1525 S. Broadway
Los Angeles, CA

Names and addresses of numerous producers of materials related to occupations, occupational choice, and education relating to specific occupational goals. The Center is one of ten in the United States set up by the U.S. Department of Labor.

211. SUMMARY DATA, VOCATIONAL EDUCATION
(C)
USOE

Fiscal year statistics on the types of, and enrollment in, vocational education programs in the United States as a whole. Also included are expenditures and teachers in such programs.

212. SUMMER EMPLOYMENT DIRECTORY OF THE UNITED STATES
(A,B)
National Directory Service
Cincinnati, OH

A comprehensive alpha-geographical list of about 90,000 summer job opportunities for high school seniors, college students, students, and teachers.

213. SUMMER EMPLOYMENT IN FEDERAL AGENCIES
(A,B)
U.S. Civil Service Commission
Washington, DC

Opportunities in U.S. government agencies during the summer. Professional and technical fields predominate. Some listings for jobs such as typist or stenographer. Includes openings for student assistants or trainees.

214. SUMMER JOB BULLETIN
(A,B) NYL

Issued annually. Gives summer job prospects for New York City.

215. SUMMER JOB DIRECTORY
(A,B)
Advancement and Placement Institute
Brooklyn, NY

A guide to sources of about 100,000 summer job opportunities in the U.S. and abroad.

216. SUPPLEMENT TO STATISTICS ON MINORITIES AND WOMEN
(C)
NYL

Supplements the parent publication, Statistics on Minorities and Women. Details the proportions of women and minorities among Employment Service job applicants in the major occupational groups (e.g., clerical).

21.. TARGET: TOMORROW
(A,B) USP

Written for the military retiree planning a second career.

218. TECHNICIAN EDUCATION YEARBOOK
(A,B)
Prakken Publishing
Ann Arbor, MI

A directory of about 1,300 U.S. institutions offering technician training. Contains case studies of outstanding programs and occupational information.

219. TEENAGE EMPLOYMENT GUIDE, THE
(A,B)
Simon & Schuster, Inc.
New York, NY

An analysis of all jobs open to teenagers. Includes listings of openings and qualifications needed.

220. TEENAGE SUMMER OPPORTUNITY DIRECTORY
(A,B)
Advancement and Placement Institute
Brooklyn, NY

A guide to about 3,000 listings of summer vocational, recreational, educational and service opportunities for teenagers.

221. THE GRADUATE, A HANDBOOK FOR LEAVING SCHOOL
(A)
Approach Corporation
Knoxville, TN

Information on the labor market, jobs, and sources of additional job information.

222. THE U.S. ECONOMY IN 1985
(C)
USP

Bureau of Labor Statistics projections of the U.S. labor force - its size, composition, educational level, etc.

223. THOMAS REGISTER
(A,B,C)
Thomas Publishing Co.
New York, NY

A 14-volume directory. Firms producing all products and services in the United States, listed by product or service, and by company name.

224. TOMORROW'S MANPOWER NEEDS
(C)
BLS

A four-volume set. Covers national trends and outlook for industries and occupations and the use of national statistics in developing area employment projections.

225. TRAINING AND WORK EXPERIENCE OF FORMER APPRENTICES IN NEW YORK STATE
(C) NYL

Summary of the training and work experience of completers and dropouts from registered apprenticeship programs in New York State from 1958 through 1969.

226. UNION WAGES AND HOURS:
_____ TRADES
(A,B,C)
BLS

Issued on a regular basis for a particular trade, for example, building trades. Wage rates, weekly hours and employer contributions to pension and other funds. Covers the United States as a whole and selected cities.

227. U.S. CENSUS
(B,C)

USC

A formidable array of one-time, monthly and other periodic publications, statistical reports, special computer tabulations. On the personal, social, labor force, income, housing and economic characteristics of the population in the U.S., individual states, SMSA's, counties, cities, towns and villages, individual census tracts.

228. U.S. INDUSTRIAL OUTLOOK
(A,B,C)

USC

An annual review of U.S. industrial developments, by specific industry group and specific industries, and the outlook for the next few years. Statistics on value of product, employment, hourly earnings, producer prices, imports and exports for individual industries.

229. VOCATIONAL AND TECHNICAL EDUCATION, SELECTED STATISTICAL TABLES
(C) USOE

Computer printouts of statistical data, by state, relating to vocational education: enrollments, number of teachers, expenditures.

230. WAGE DIFFERENCES AMONG METROPOLITAN AREAS
(A,B,C)

BLS

Indexes of pay levels in a given period for selected occupational groups. Geographic coverage includes most of the larger metropolitan areas in the United States.

231. WAGES AND OTHER CONDITIONS OF EMPLOYMENT IN RESIDENTIAL BUILDINGS IN NEW YORK STATE, 1975
(A,B,C) NYL

Fourth in a series on wages, hours, methods of payment and benefits of janitorial personnel employed in apartment buildings.

232. WAGES IN NEW YORK CITY
(A,B,C)

BLS

A detailed report on selected occupations, covering averages and distributions of earnings, weekly hours and differences in pay among men and women, and among large and small business establishments.

233. WAGE TRENDS FOR OCCUPATIONAL GROUPS IN METROPOLITAN AREAS
(A,B,C) BLS

Percentage increases in earnings for a selection of occupations, by regions of the United States.

234. WHERE TO FIND BLS STATISTICS ON WOMEN
(B,C)

BLS

Characteristics of data, where published, frequency of publication and most recent issue of BLS sources relating to women in the labor market.

235. WHOLE WORLD HANDBOOK: A STUDENT GUIDE TO WORK, STUDY AND TRAVEL ABROAD
(A,B)

Council on International Educational Exchange
New York, NY

A listing of nearly 1,000 U.S.-sponsored study programs and hundreds of work opportunities.

236. WHO'S HIRING WHO
(A,B)

Human Resources Press
Washington, DC

A comprehensive treatment of the nation's labor market: ways to get jobs and a job directory. Lists 50,000 openings in 1,500 job categories with information on qualifications, openings for handicapped or senior citizens.

237. WHO'S WHO IN TRAINING AND DEVELOPMENT
(B,C)

American Society for Training and Development
Madison, WI

An alphabetical listing of about 9,000 members of the American Society for Training and Development. The Society fosters development of business, industrial, and government personnel.

238. WORKING
(A)

Pantheon Books
New York, NY

A series of transcribed, taped interviews. People employed in a variety of occupations explain what they do and characteristics of their employment.

239. WORLDWIDE SUMMER GUIDE FOR TEENAGERS
(A,B)

Advancement and Placement Institute
Brooklyn, NY

Opportunities for teenagers in jobs, travel, sports, camps, service, farms, etc.

240. YEARS FOR DECISION (B,C)	ETA	Four volumes. The results of a five-year longitudinal study of the educational and labor market experience of young women. Prepared in response to the influx of women into the national job market.

KEY TO GOVERNMENT SOURCES

BLS	U.S. Department of Labor Bureau of Labor Statistics Washington, DC 20212
DOD	Department of Defense Office of Manpower and Reserve Affairs Washington, DC 20301
ETA	U.S. Department of Labor Employment and Training Administration Washington, DC 20213
HEW	U.S. Department of Health, Education and Welfare Washington, DC 20208
NYE	New York State Education Department Publications Unit State Education Building Albany, NY 12234

KEY TO GOVERNMENT SOURCES (continued)

NYL	New York State Department of Labor Public Information Office Building 12 - State Campus Albany, NY 12240
SU	State University of New York Communications Office 99 Washington Avenue Albany, NY 12210
USC	U.S. Department of Commerce Publications Office Washington, DC 20230
USP	U.S. Government Printing Office Washington, DC 20402
USOE	U.S. Office of Education Information and Materials Branch Washington, DC 20202

NY-SOICC is committed to developing and implementing an Occupational Information System in New York State, to improving communication and coordination between occupational information producers and consumers, and to meeting the special labor market and occupational information needs of youth.

NEW YORK STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE (NY-SOICC)
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